


# 14

## Project Evaluation Query

The Project Evaluation Query provides the ability to generate a report that asset managers use to review projects and/or specific households. The summary data included in this report is a valuable management tool, and is useful in helping to identify potential problem projects, and specifically, to locate problem units. The Project Evaluation Query can be selected from the TRACS Main Menu.

From the **TRACS Project Evaluation Query** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.

From the TRACS **Project Evaluation**

**Query** screen, the  displays directly above the [User Guide](#) link as a visual to direct users to the user guide for assistance in using this application.

### **Objectives**

By the end of this chapter, you will be able to:

- Identify potential problem projects
- Locate problem units
- View query data from browser
- Download and print a Project Evaluation Report

## 14.1 To generate a Project Evaluation Query:

1. From the TRACS Main Menu, click on the Project Evaluation Query link, and the **TRACS Project Evaluation Query** screen (Figure 1) displays.

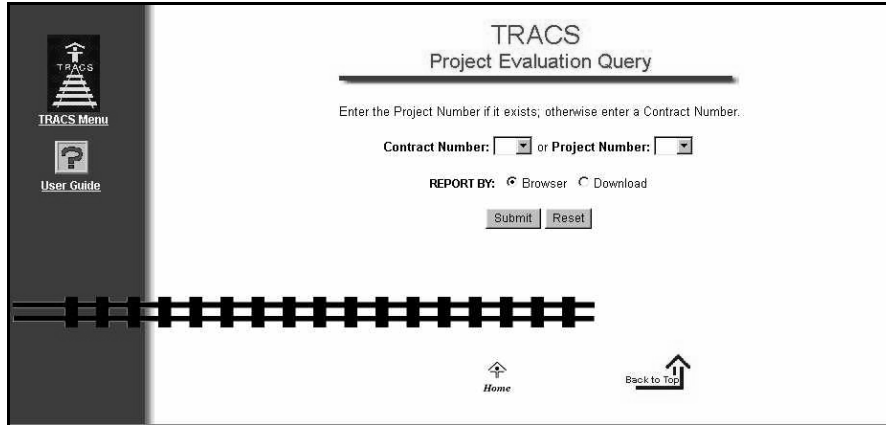


Figure 1. TRACS Project Evaluation Query Screen

2. Select *Contract Number* or *Project Number*.
3. Select *Report By* radio button.
4. Click on **Submit**, and the **TRACS Project Evaluation Report** screen (Figure 2) displays.

**OR**

Click on **Reset** to clear fields and enter different criteria.

✍ *Note: A screen displays allowing you to click on [Please click here to view report](#) to view the report, or [←GO BACK](#) to return to query screen and view or edit previously entered search criteria.*

**U.S. Department of Housing and Urban Development  
TRACS Project Evaluation Report**

Contract Number: AZ16R000001      Total Number of Potential Concerns: 9

*Each row is the current/active certification and the X confirms a potential concern.*

Project Number	Unit	Head Tenant Name	SSN	Assets Changed by \$500/20% (+ or -)	No Family Income	No Assets	Sect. 8 TTP <\$25	Elderly without Medical Allowance	Totals (X)
	88B	SHUPE, V.	577997237		X	X			2
	88B	SHUPE, V.	577997777		X	X			2
	89B	SENATOR, G.	577441122		X	X		X	3
	89B	SENATOR, B.	577442222		X	X			2
Totals (X)				0	4	4	0	1	9

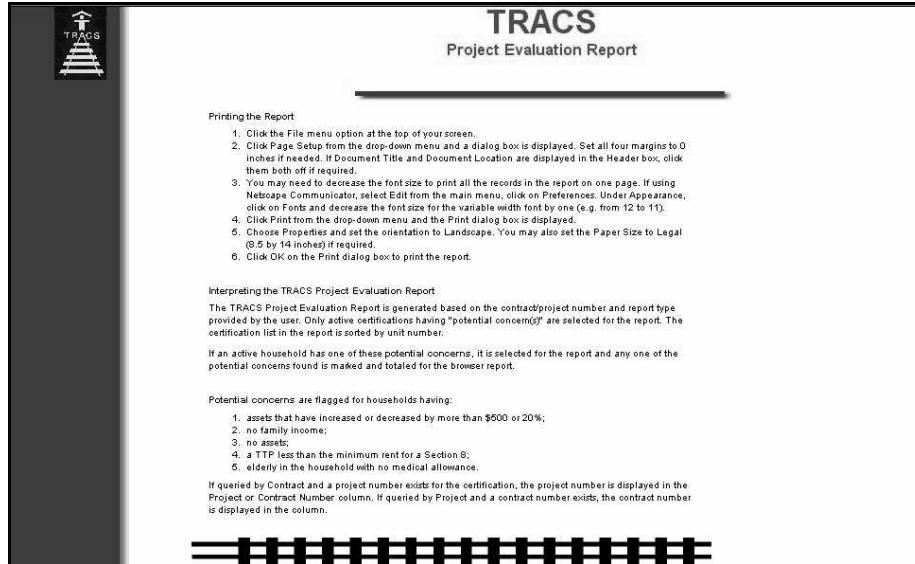
[Interpreting and Printing this page](#)

[Return to Query](#)


**Figure 2. TRACS Project Evaluation Report Screen**

For each unit in the project, the report displays total number of potential concerns, by contract or project number specified when generating the query. The report displays columns for either *Contract Number* or *Project Number*, *Unit*, *Head Tenant Name*, *SSN*, *Assets Changed* (>\$500) or (>20%), *No Family Income*, *No Assets*, *Sect. 8 TTP <12%*, *Elderly without Medical Allowance*, and *Totals (X)*. Xs entered are an indication of potential concerns for the project, and a specific area.

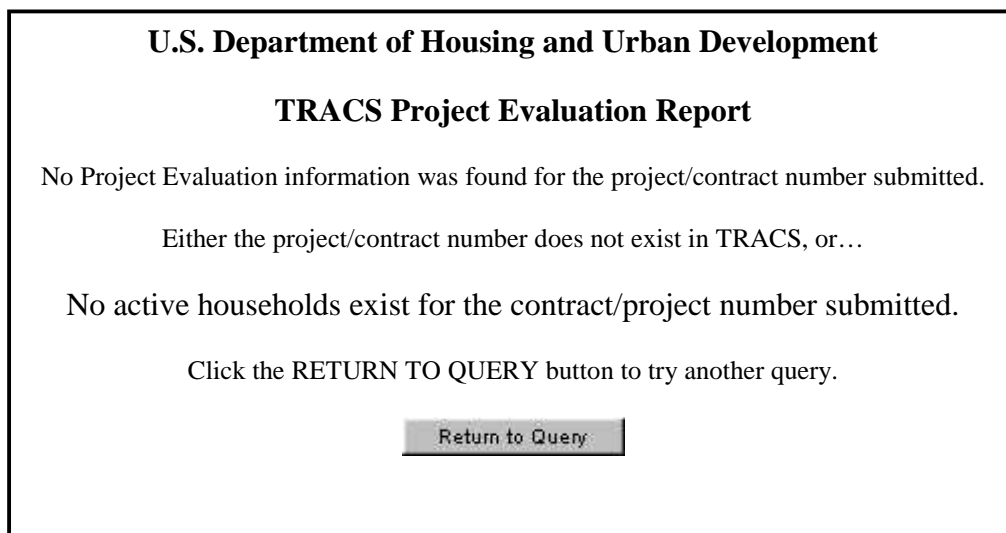
The [Interpreting and Printing this page](#) link provides additional information for the Project Evaluation Report. Clicking on this link displays the following screens of information (Figure 3).



**Figure 3. Interpreting and Printing Page Screen**

5. Click on the browser's Back button to return to the **Project Evaluation Report** screen.
6. Click on  to return to the **Project Evaluation Query** screen.

If no Project Evaluation information was found for the project/contract number submitted, or the submitted Project/Contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, the following **Error** screens (Figure 4 and Figure 5) displays.



**Figure 4. Error Screen 1**

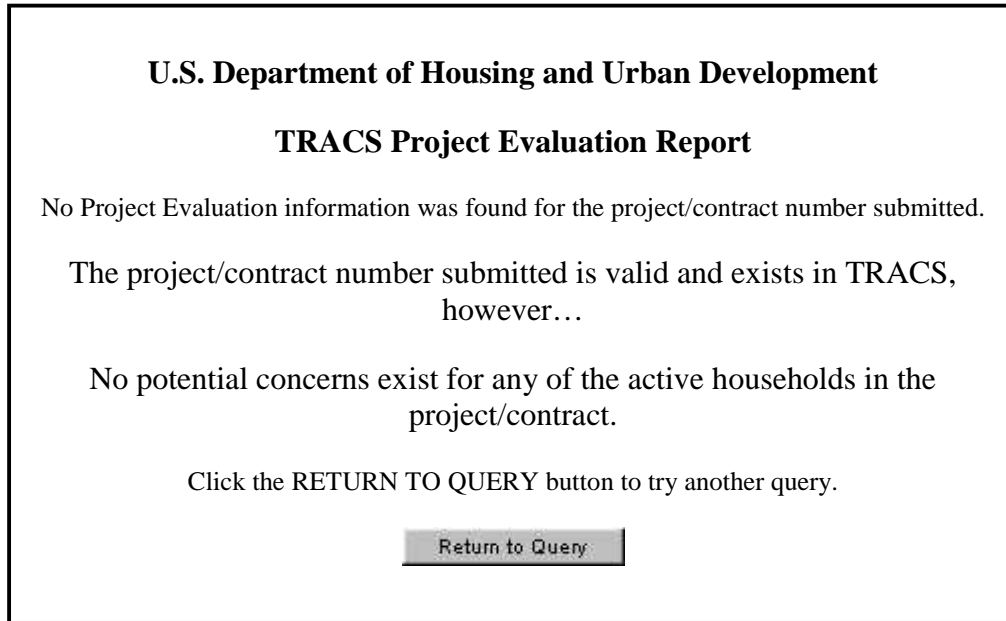


Figure 5. Error Screen 2

TRACS provides the capability for users to download Project Evaluation Report information.

## 14.2 To download a Project Evaluation Report:

1. From the **TRACS Project Evaluation Query** screen, select either the *Contract Number* or *Project Number*.
2. Select *Report By: Download* option.
3. Click on [Submit](#), and the **TRACS Project Evaluation Report** download screen (Figure 6) displays.

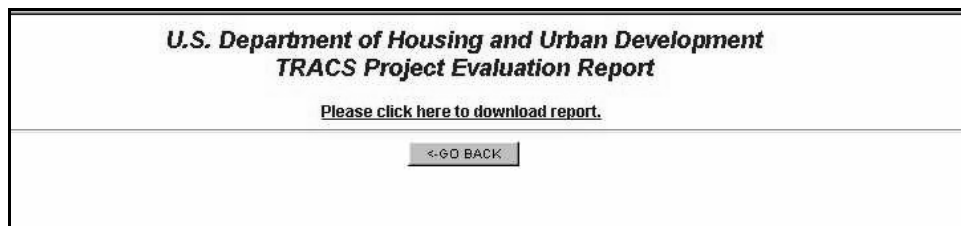
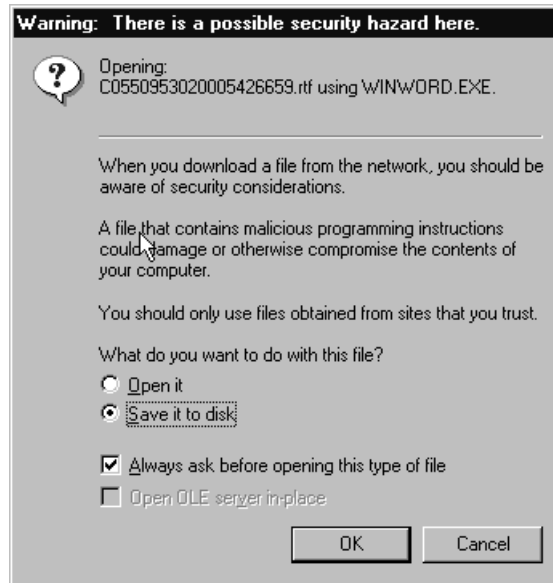


Figure 6. TRACS Project Evaluation Report Download Screen

4. Click on the [Please click here to download report](#) link, and a security warning screen (Figure 7) displays.

**OR**

Click on **<-GO BACK** to return to query screen and view or edit previously entered search criteria.



**Figure 7. Security Warning**

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed Figure 8.

```
Project Number, Unit Number, Head Tenant Last Name, Head Tenant First
Init, Head Tenant Middle Init, Head SSN, Assets Changed (>$500) or
(>20%), No Family Income, No Assets, Sec. 8 TTP < $25, Elderly Without
Medical Allowance
,15313,SANTANA,CARLOS,,577110202,,X,X,,
,15313,FLAKE,GEORGE,,577231212,,X,X,,
,2 15,KEMP,SHAWN,,577332222,,X,X,,
,2 15,SANTANA,EMILIO,,577441111,,X,X,,
,8500 DIX,POTTER,HARRY,,012345677,,X,X,,
```

**Figure 8. ASCII File**